

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division
FACILITY INSPECTION GUIDE
Child Care Agency

		Compliance	
		Yes	No
I.	Kitchen Area and Out of Doors		
A.	Is the facility served by a public water/sewer system? Ask if there have been any problems. Notice if faucets are not leaking. Is the water from the tap potable or is drinking water obtained elsewhere? If so, where? (ARM37.97.270 and 37.97.508)	[]	[]
B.	Is an approved fire extinguisher with at least a 2A10BC rating readily available to the kitchen area? (ARM37.97.270 and 37.97.519(3))	[]	[]
C.	View garbage storage areas indoors and out. Are there unpleasant odors? Do containers have lids? Are containers corrosion resistant, fly tight, water tight, and rodent proof? Are they clean? (ARM37.97.270 and 37.97.508(3))	[]	[]
D.	Is garbage hauled weekly to DEQ approved site? (ARM 37.97.270 and 37.97.508(3)(c))	[]	[]
E.	If the facility is not served by a public water supply and service system, ask to see results of quarterly lab reports on water quality and ask if there have been any water or sewer problems. View septic area while outside and check for odors, ground sinking, or other visible problems. Do water and sewer systems appear safe for residents? (ARM 37.97.270 and 37.97.508(1)(c) and (2)(c))	[]	[]
F.	While checking garbage outside, ask to see storage area for paint, flammable liquids and other combustible material. Does area appear safe for residents? (ARM 37.97.270 and 37.97.519(8))	[]	[]
G.	Do grounds, residence, and out buildings appear well kept? This is not a licensing requirement, but problem areas should be pointed out to the provider. For example, paint on residence/out buildings is in terrible shape and the lawn has obviously been neglected; broken windows, etc.	[]	[]
II.	Living Room(s)		
A.	Is there adequate space for recreation, quiet, reading, studying, and relaxing (40 sq.ft. x number of youth)? Some of this room may be located elsewhere other than in the actual Living room. (ARM 37.97.270 and 37.97.508(4)(c))	[]	[]
B.	Is lighting adequate? (ARM 37.97.270 and 37.97.508(4)(a))	[]	[]
C.	Is there a telephone, and are all of the following numbers posted near the phone: hospital, police, fire department, ambulance, poison control center? (ARM 37.97.270 and 37.97.508(9))	[]	[]
	Are phone numbers of parents and placing agencies easily accessible? (ARM 37.97.270 and 37.97.508(9))	[]	[]
III.	Bedrooms		
A.	Does each resident have his/her own bed? (ARM 37.97.270 and 37.97.502(1)(h)(i))	[]	[]
B.	Is lighting adequate for resident(s) needs? (ARM 37.97.270 and 37.97.508(4)(a))	[]	[]
C.	1. Do single bedrooms contain at least 80 square feet of floor space? (ARM 37.97.270 and 37.97.508(4)(d))	[]	[]

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2. Do other bedrooms contain at least 50 square feet of floor space per occupant? (<i>ARM 37.97.270 and 37.97.508(4)(d)</i>)	[]	[]
D. Does each youth have a separate storage area and a place to display his or her creative works and other possessions? (<i>ARM 37.97.270 and 37.97.502(1)(h)(i)</i>)	[]	[]
 IV. Bathrooms		
A. Does privacy appear well-maintained in residents' bathing and toiletry area? (<i>ARM 37.97.270 and 37.97.502(1)(h)</i>)	[]	[]
B. Are bathrooms clean? (<i>ARM 37.97.270 and 37.97.508(5)</i>)	[]	[]
C. Is there hot and cold running water and the hot water appears to be 120 degrees Fahrenheit or less? (<i>ARM 37.97.270 and 37.97.508(7)</i>)	[]	[]
D. Is bathroom free from broken or cracked mirrors, peeling paint, missing tiles, leaky faucets, clogged drains, or other signs of neglect? (<i>ARM 37.97.270 and 37.97.508(5)</i>)	[]	[]
 V. Seclusion		
A. Room is a minimum of 80 square feet to be occupied by only one child. (<i>ARM 37.97.257</i>)	[]	[]
B. Room is maintained in a clean and sanitary condition. (<i>ARM 37.97.257(8)(b)</i>)	[]	[]
C. Utility or ventilation switches, including electrical outlets are outside the room and restricted to operation by staff only. (<i>ARM 37.97.257(8)(c)</i>)	[]	[]
D. Windows are shatter resistant material. (<i>ARM 37.97.257(8)(d)</i>)	[]	[]
E. Room contains an observation window constructed of shatter resistant material. (<i>ARM 37.97.257(8)(e)</i>)	[]	[]
F. There are no features in the room by which a child may be injured. (<i>ARM 37.97.257(8)(f)</i>)	[]	[]
G. There is no more than one locked door between the child and staff. (<i>ARM 37.97.257(8)(g)</i>)	[]	[]
H. There is an approved ventilation system. (<i>ARM 37.97.257(8)(i)</i>)	[]	[]
I. If soundproof, the room has an intercom that is activated when a child is placed in the room. (<i>ARM 37.97.257(8)(h)</i>)	[]	[]
 VI. Other Areas		
A. Are hallways adequately lighted? (<i>ARM 37.97.270 and 37.97.508(4)(a)</i>)	[]	[]
B. Is medication storage inaccessible to residents with all medications in its original container with the original label? (<i>ARM 37.97.270 and 37.97.506(6)</i>)	[]	[]
C. Is a washing machine and dryer available? (<i>ARM 37.97.270 and 37.97.508(8)</i>)	[]	[]

Compliance

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Date _____